

25X1A

QUESTIONS ON PERSONNEL OFFICE

1. Could we have a copy of the Organization and Functions of the Office, mentioned in Clark Committee material of 30 August 1954, sent to [REDACTED] 25X1A
2. Check changes of various offices within Personnel structure - are there any organizational charts of the Personnel Office itself from 1946 to present? *(I've found one or two.)*
3. Pages 1 of 1945 1954 and 1952 of Personnel Office write-up states, "initially a central personnel unit was established," -- is this the same group established by CIG General Order #18 of October 1946? Did that unit include a testing and evaluation service? Or was the centralized personnel unit herein spoken of actually established later in 1947? The statement of dittoed sheet parallels General Order #18, although latter does not seem to include Testing and Evaluating Service.
4. Page 2 - "Certain other units were obtained intact through transfers from organizations", etc. What units; what organizations?
5. When in 1946 was DCI given full right of hire and fire? (Page 3)
6. What was position of Personnel on chart at time when Colonel Baird became Acting Asst Director and when his successor took place (under DD/A2)? Was his successor [REDACTED] when did Col. Baird actually take over *and what date did [REDACTED] succeed him?*
7. Mission and functions of Personnel Office given among others: "Conduct of research in field of personnel management." What specific research and was this done as external research project or by personnel office itself? What were the results achieved and were they put into practice?
8. On what date - around what date - was there an increase to [REDACTED] authorized positions for recruiters on the T/O? 25X1A
9. Were the [REDACTED] recruiters on duty from September to December (page 9), inclusive, part- or full time?
10. How did the number of recruiters compare as of 30 June 1952 and 30 June 1953 (p 10)?
11. When did we move from expansion to replacement of attrition?

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12. Page 12, my ms: is statement that Procurement Division stabilized as of June 1953 correct?
  13. Was the situation the same in October 1950 - Feb 1953 (page 12) as to hiring in the field of personnel? "Personnel procurement both locally and in the field covers both categories." *and - correct*
  14. Placement Division: When was recruitment going on most rapidly in the Agency - 1950? Page 13, line 5 down
  15. Has the efficiency of sending out files for perusal been improved to obviate loss of time in retrieving the file? page 14, my ms, para 1, line 4
  16. What particular problems were met and overcome by Placement in 1950-1953 (page 14)?
  17. In the 1952 version from P.O., page 9, it is stated, "At the present time an improved training program designed to equip personnel with the background needed to assume Agency jobs w/o additional on-the-job training in Agency methods is contemplated." Was this done, and is it a part of the Pool or Training Office? When was it done?
  18. When did Pool become Interim Assignment Branch? *[Plurk Notice 81-52, 8 July 52]*
  19. Page 15, my ms: as of June 1953, what was number of uncleared employees being held in pool? What was highest amount held in period 1950-1953?
  20. Page 9: Pool initially sponsored by Testing and Evaluating Section, "and was later separated from that Section and placed under Placement Branch." What were dates of various shiftings relative to this Branch? (my page 16)
  21. My page 17: Relative to validation study of tests by Testing Branch, "one of the earliest research projects undertaken was a validation study of these tests." Was this survey made by Educational Testing Service Princeton? What other research was conducted? What result? Improvements were suggested in the above survey. What were they and were they put into practice? (I believe so) (see page 18.)
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22. Page 18, my ms: Is [REDACTED] still head of Testing? If not, who is and when did he succeed?
  23. Under Class and Wage Div, what particular problems did this Division have to overcome other than those stated?
  24. What was the staff of C&W Div as of 1947 and the no of positions surveyed and classified? *11 in table on page 24.*

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25. It was recommended as a result of Princeton Survey that CIA explore question of how personnel procedures might be improved by further introduction and application of scientific testing procedures. What was done about this recommendation? *See question 21.*
26. What did the Personnel Office Chart look like as of 30 June 1953? Had there been any changes other than to addition of Special Contracts Unit between 1952 (Jan) and March (1953)?
27. When did Transactions and Records Branch (Covert) stop taking care of all phases of integration into other Departments for cover purposes? How many security initiations did Tr & Rec Br process in period 1950-1953?
28. What are the dates on Central Processing Branch? (It was in existence, then was done away with; then came into being again.)
29. When was Personnel Relations Unit (Covert) established? Page 5, June 1952 statement, last sentence says, "reorganized unit in overt." What was it reorganized from - to?
30. Incentive Awards Program administered by Employee Relations Unit -- when was it put into effect?
31. When did Personnel Relations become Employee Services?
32. What were arrangements between military and CIA re payment of Defense personnel on duty with CIA?
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33. Page 30b - What are the answers to the questions there listed re employees in military services; later being received as civilians; also allowing CIA men to enlist in service, receive training and then come to CIA in military capacity for the rest of service time?
34. Under PERSONNEL AND PROCEDURES STAFF - what are the special studies and special management projects under that staff carried on - some of the major ones? (1950-53)
35. What particular accomplishments took place 1951-1953? When did it become Planning and Pre Analysis Staff?

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36. What was the correct name of this staff, "Career DEVELOPMENT or MANAGEMENT Staff" in the beginning?
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37. Why did General Smith write letter to [REDACTED] of 17 March 1951, on career staff; where is this letter; title of [REDACTED] at time?
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38. When was Career Development Staff established (October 1951)?
39. Why did Lyman Kirkpatrick chair meeting for career service background? Because of IG position? (page 37).
40. page 35B - Clark Committee material, 30 Aug 54, mentions first year of operation of SCAPS as fiscal year 1954, but apparently they were delegated certain duties prior to that date and were actually in operation. What was their date of establishment? Is this mostly covert?
41. page 36 - What was the rate of employment of June 1950 and of fiscal year 1954? Or actual employment figures? When did Agency hire at highest point?
42. What were rates and figures for <sup>separations for</sup> fiscal year 1951 through 1954 (June 1953); what was highest point reached and when?
43. What was the "change in concepts of internal Agency security requirements" which allowed effort to be put on management - page 37?